



Mechanical Inspection Request Form For Occupied Residences

City Of Houston

Please complete the following information and fax this form to the Mechanical Inspections Section at (713) 535-7920 Monday thru Friday from 8:00AM-4:00PM.

CONTRACTOR'S COMPANY
NAME: _____

PROJECT NUMBER: _____

KEY MAP NO: _____

JOB ADDRESS: _____

ZIP
CODE: _____

CONFIRMATION NO. FROM
IVR OR INTERNET: _____

CUSTOMER'S NAME: _____

PHONE NO.: _____

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COIL

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FURNACE

TYPE OF INTALLATION:

☐

CONDENSOR

☐

NEW SYSTEM (NOT NEW CONSTRUCTION)

FORM MUST BE RECEIVED ONE (1) DAY IN ADVANCE OF INSPECTION DATE REQUESTED

REQUESTED DATE OF INSPECTION:	
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CHECK ONE: *The inspector will arrive between the requested hours checked below for above date.*

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BETWEEN 8:15 AM AND 10:00 AM

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BETWEEN 10:00 AM AND 12:00 PM

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BETWEEN 12:00 PM AND 2:00 PM

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BETWEEN 2:00 PM 3:15 PM



Department of Public Works and Engineering
Planning & Development Services Division

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TO CANCEL AN INSPECTION PLEASE CALL 713-535-7755

-THIS FORM IS USED TO SCHEDULE AN INSPECTION FOR OCCUPIED RESIDENCES ONLY-